

DOCUMENTS NEEDED FOR YOUR SNAP APPLICATION

When you apply for SNAP, DHS will ask for documents to verify the responses on your application. Copies are recommended; do not mail original documents to DHS. Below is a list of items you may need. If you have questions about any documents you may need to provide, you can call the **URI SNAP Outreach Project at 1-866-306-0270**.

1) Proof of identity for household members (note: only one type of ID is required per person):

- Birth certificate
- US Passport / Certificate of naturalization
- Military ID
- Health benefits card
- License / State ID
- Voter registration card
- Work / school ID
- Library card

2) Proof of immigration status for all non-U.S. citizens who are applying for benefits:

- Resident alien card
- Visa

3) Social security number, for each person applying:

If you never had a card or don't know your number you will need to apply for a Social Security card.

4) Proof of Rhode Island residency and housing costs (all that apply):

- Rent receipts or mortgage statement
- Home insurance/ property taxes
- Air conditioning charge verification
- Rent / lease agreement
- Utility bills (gas, oil, electric)
- Letter from landlord or roommate

5) Proof of earned and unearned income (all that apply, for each household member with income):

- Last 4 pay stubs from job / employer letter
- TDI/Unemployment/Workers Comp
- Rental income
- Income tax return if self-employed
- Social Security Award letter
- Child support / alimony
- Proof that income recently ended (e.g., last day of work letter)

6) Proof of child/adult care expenses paid while attending work or training:

- Receipt of payment
- Letter from your provider

7) Proof of payment of court-ordered child support:

- Cancelled checks or money order receipts
- Copy of the court order

8) Proof of disability (one of below, for each person with disability).

- Letter from Social Security
- A completed DHS form from your doctor

9) For applicants who are 60 years or older or disabled, proof of medical expenses that not covered by insurance (all that apply)

- Prescriptions
- Co-payment receipts
- Premiums
- Receipts for prescribed medical supplies
- Receipts for prescribed medical equipment
- Receipts for other expenses, e.g. service animals, home care

Where do I send my application or additional documents?

You can choose to drop-off or fax your application to the location most convenient for you, or you can mail it to the DHS mail center address below. As of September 13, 2016, DHS is operating under a "no wrong door" policy, which means clients can utilize the office most convenient to them.

Mail applications and additional documents to:

RI Department of Human Services
P.O. Box 8709, Cranston, RI 02920

Drop-off or fax applications to:

Middletown: 272 Valley Road, Middletown, RI 02842 **Fax:** 851-2105

Pawtucket: 249 Roosevelt Ave, Pawtucket, RI 02860 **Fax:** 721-6659

Providence: 206 Elmwood Ave, Providence, RI 02907 **Fax:** 415-8349

Wakefield: 4808 Tower Hill Rd, Suite G1, Wakefield, RI 02880 **Fax:** 782-4316

Warwick: 195 Buttonwoods Ave, Warwick, RI 02886 **Fax:** 736-1443

Woonsocket: 800 Clinton St, Suite 201, Woonsocket, RI 02895 **Fax:** 768-3131



You've submitted an application for SNAP benefits. What happens next?



By law the Department of Human Services (DHS) has **30 days** to determine your eligibility. If your household has less than \$150 in monthly income and less than \$100 in cash or savings, DHS is required to determine your eligibility within **7 days**. If you go into a DHS office to apply, you may be able to receive benefits the **same day**.

In order to determine eligibility, an interview with DHS is required.

Soon after you send in your application, a worker from DHS may try to call you to see if you are available for your interview. If you are not available to take the phone call, or do not receive a call, DHS will mail you an appointment for a scheduled interview. If you requested a telephone interview, DHS will call you at the date and time on the letter. If you requested a face-to-face interview, the date and time on the letter is when you have your appointment at the DHS office.

How should I prepare for my interview? Before the interview, gather any documents you need to submit. The back side of this paper lists most of the documents you may need. DHS needs to see these documents to verify your eligibility. Photocopies are recommended. If you need an interpreter at your interview, please contact DHS before the day of your interview to make sure they will have one available.

What happens at the interview? The DHS worker will review your SNAP application with you and any supporting documents you provided. If you were unable to get certain documents, ask the worker for help. If your interview is at the office, you will be given an EBT card and asked to select your Personal Identification Number (PIN). It will be activated when DHS approves your eligibility. There may not be any benefits on it when you first receive it. If you have a telephone interview, an EBT card will be mailed to you.

What if I couldn't get all my documents in time for the interview? If you were asked submit more documents, you have 10 days to get them in to DHS. If you do not send in the documents within 10 days, you will get a denial notice in the mail. Even after receiving a denial notice, you may still be eligible for SNAP and you should still send in your documents.

What if I missed my interview? If you missed your phone interview, DHS will send you a notice with an interview time. If you need to reschedule your interview time, call the DHS Call Center right away to reschedule, 1-855-697-4347.

What if I am denied? If your application was denied but believe you should have been found eligible, you have a right to appeal the decision. To do that, complete a DHS "Request for Hearing Form." You can also call your office and request to speak to a supervisor if you have questions about your denial.

What happens when I am approved? You should have received an EBT card in the mail, or in-person if you went to DHS for your interview. You need to set up a PIN to use the card. Once your card is active and your PIN is set, you can use your EBT card to shop for food at any stores that have a "SNAP" icon or a sign that says they accept EBT. When you receive mail from DHS be sure to open it and read it, it will contain information important to your case. If you move, change your phone number, or your income goes up or down, you need to report those changes to DHS.

What happens if I need to replace my EBT card? If your EBT card is lost or damaged, you can request a new card by calling the EBT customer service line: 1-888-979-9939

Questions? Call the URI SNAP Outreach Project: 1-866-306-0270

www.eatbettertoday.com